



## **HABITAT LOSS PERMIT FILING REQUIREMENTS**

An application for a Habitat Loss Permit will include the following:

1. DPLU Form #126 (Acknowledgement of Filing Fees and Deposits)
2. DPLU Form #320 (Legal Lot Verification Form)
3. DPLU Form #346 (Discretionary Permit Application Form)
4. DPLU Form #346S (Supplemental Application Form)
  - \*Type of permit
  - \*Description of project
5. DPLU Form #367 (Application for Environmental Initial Study)
6. An original U.S.G.S. map showing project location (No photocopies)
7. Five copies of a Biology Report prepared in accordance with the U.S. Fish and Wildlife Service (USFWS) guidelines. (Alternately, the applicant may request a review of a previously prepared and accepted biology report). However, the applicant should be made aware that the document will have to meet the current USFWS standard for gnatcatcher surveys. The report must also include a mitigation proposal.
8. Seven copies of a plot plan (Blue line) and site vegetation map (Blue line) clearly delineating areas to be impacted and areas of preservation.
9. If available, a copy of the plot plan and on-site vegetation map in digital format on 3-1/2" diskette.
10. Three copies of any previous environmental documentation (Negative Declaration/Environmental Impact Report) prepared for the subject property.

## **PROJECTS WITH COASTAL SAGE SCRUB (CSS) HABITAT**

**PERMITS AFFECTED** – Grading permits, Improvement Plans, Brushing and Clearing Permits

Zoning Counter staff will check for the presence of Coastal Sage Scrub (CSS) on the project property using the habitat maps on the computer. If present or within 250 feet (1/4 inch on maps), you will be informed (CSS) **potentially** occurs on the site and that a Habitat Loss Permit (HLP) may be required.

For those projects that are within 250 feet of Coastal Sage Scrub, or when the presence of the habitat is disputed, the applicant has the following options available **prior to filing a Habitat Loss Permit (HLP)**:

1. Take representative photos of the site. Make an appointment with one of the department staff who is designated to review photos for the presence or absence of Coastal Sage Scrub (CSS). An affidavit will be required stating that the photos are representative of the project site.

**\*\* IT SHOULD BE NOTED THAT PHOTODOCUMENTATION MAY NOT NECESSARILY BE CONCLUSIVE. IN THOSE CASES, THE FOLLOWING OPTIONS MAY ALSO BE PURSUED PRIOR TO FILING AN APPLICATION FOR A HABITAT LOSS PERMIT (HLP).**

2. Request review of previous environmental documents. The standard environmental review fee per the Fee Schedule will be charged for this service.
3. Submit a letter from a qualified biologist stating that the site does not contain Coastal Sage Scrub.
4. Request County environmental staff to look at the site to determine the presence or absence of Coastal Sage Scrub. A standard time and materials charge will be required for this service.

A determination that the site contains Coastal Sage Scrub (CSS) will require that a Habitat Loss Permit (HLP) be filed. See Habitat Loss Permit application requirements.